

Information Technology Advisory Board

JULY 1, 1998 (JUNE)

MEETING MINUTES

ATTENDEES:

Betty Rottmann, Chairman	Stacy Gillmore	Rex Peterson	Tom Stokes
Mike Backer	Jan Grecian	Rich Pierce	Bruce Vieweg
Joyce Backes	Russell Helm	Jim Roggero	Debbie Wells
Jon Beck	Gina Hodge	Dave Schroeder	Gerry Wethington
Mike Benzen	Mary Luebbert	Jim Schutt	Chris Wilkerson
Matt Blotevogel	Chris Mertens	Larry Seneker	Mary Willingham
Karen Boeger	Doug Norment	Al Sommerer	Lanny Wingate
Chip Byers	Paul Peterson	Joe Stevenson	

OPENING REMARKS

Betty Rottmann, Chairman, called the ITAB meeting to order at 8:30 a.m. on July 1, 1998 in the Interpretive Center of the Secretary of State's Office.

APPROVAL OF MINUTES

1. Approval of the May 27, 1998, Information Technology Advisory Board Meeting Minutes.

Betty asked for additions, deletions or corrections to the May 27, 1998 ITAB meeting minutes. Motion was made to approve the minutes by Gerry Wethington and seconded by Gina Hodge. Minutes were approved.

ACTION REQUIRED: None

GENERAL BUSINESS

1. CIO Update (Mike Benzen)

Mike thanked everyone for turning in information on IT salaries. Will present to personnel committee on July 7th.

Mike met in Washington, D.C. on Year 2000. There is a concern with embedded chips and who is in charge of non application related issues. Letter to Governor's office on responsibility for public health, safety, helping businesses. Meeting in Washington, D.C. July 22-23 to discuss planning. State of Missouri will put status of non computer application Y2K issues on Web. Mike is working with MDOT for traffic lights.

If you need work from Andersen contact immediately - will be done by December 1998.

ACTION REQUIRED: None

2. Sprint Presentation (Randy Collett - Branch Manager, Rosanna Bisges - Missouri Account Manager, Kelean Carlock, Systems Engineer)

Provided status of MAN (Metropolitan Area Network) and asked for confirmation from ITAB that Sprint is going in the right direction.

ACTION REQUIRED: ITAB approved commencing with the concept.

3. SAM II Update (Jim Schutt)

Nothing significant to report. Staffing of project - resources are hard to come by.

ACTION REQUIRED: None

4. Architectural Standards Update (Chris Wilkerson/Larry Seneker)

Decision made to go with META Group as our method to develop a statewide architecture and agencies will participate if costs are within reason.

ACTION REQUIRED: Review after one year.

5. Challenges of Handicapped Dealing with Technology - (Diane Golden)

There is a federal push to make telecommunications products accessible to the disabled.

- a. Product - physical manipulability/structure
- b. Input - alternative keyboard devices
- c. Output - vast majority now is visual - info converted to speech
 1. Problem with visual output for blind user
 2. telephones - speech converted to text

There is no existing state law for software for the disabled Section 508 - Federal Government policy on software for disabled.

Larry - Group of Web Developers working on information to put out on Web for disabled Diane Golden's telephone number is: (800) 647-8557

6. Year 2000 Update (Dave Schroeder)

Distributed a handout and mentioned that the information is on the Web.

ACTION REQUIRED: None

7. Data Center Consolidation Update (Gerry Wethington)

July 17 meeting if necessary - issues over going to System 390 resolved.

ACTION REQUIRED: None

8. Prime Vendor Update (Larry Seneker)

Looking at including leasing in contract. Lotus agreement July 15 final date for purchase at reduced rate. Contract release to GE Capital by July 15 if you want to participate. Call Larry with questions.

ACTION REQUIRED: None

9. Project Management Update (Betty Rottman/Tom Stokes)

Risk Management presentation will be July 22 following ITAB meeting. Workshop on Risk assessment model July 21 and 23. Tom will contact DP Managers to find out how many people will need to be trained.

ACTION REQUIRED: None

10. (ITEAC) Information Technology Education Advisory Committee Update (Jim Roggero)

Actively researching CBT training. Will most likely be multiple vendors to serve various needs. Bruce Vieweg stated he has not been able to meet with the committee set up to review the proposal from ITEAC.

ACTION REQUIRED: None

11. Internet/MOREnet Update (Chip Byers)

Data and video committee design team working to develop formal specifications. Will review mid July. Training costs are \$50 per half day and \$100 per full day. MOREnet offers courses on Web site.

ACTION REQUIRED: None

12. Internet Support and Service Update (Debbie Wells)

Conversion on June 5 went ok. Will see reduced Internet rates. Pay half in July. Will look at rates in January.

ACTION REQUIRED: None

13. Statewide Purchasing Update (Larry Seneker and Dave Schroeder)

SAS discussion near completion.

Karen Boeger mentioned Purchasing statutes - Chapter 34. Looking at updating/changing this statute. Give some thought and provide comments to Karen in one week.

Software License Agreement - If Purchasing has set up contract - agreement is included in contract. Be sure version you are signing for is the version set up in contract.

PAQ (Project Assessment Quotation) Methodology As part of bid, vendor has to give firm fixed rates.

ACTION REQUIRED: None

14. Network Consolidation Study Update (Mike Benzen)

IBM is in the process of interviews.

ACTION REQUIRED: None

15. Personnel Committee Update (Joyce Backes)

New contracts have been renewed for Interns with schools.

Classification committee will present to personnel committee July 13. Will bring to ITAB.

Subscription for assessment test through Tekcheck for \$1,000 per month was voted on and no interest was shown to keep it. There will give notice to cancel.

Should certification be given some sort of credence to go towards education as far as getting on a merit register? If there is interest in doing this it needs to be standardized. Give comments to Joyce before July 13.

16. ITAB Recognition Award

Award to individuals for achievement. Implement as long as they do not conflict with existing awards.

Would not be done on a regular basis. Criteria to be agreed upon by ITAB before beginning.

ACTION REQUIRED: Handouts on Award to be included with minutes.

REVIEW OF ACTION ITEMS

Nothing to report.

OTHER DISCUSSION:

Rex Petersen received the Smithsonian Award for innovative technology. Missouri project is now in Smithsonian and in time capsule.

NEXT MEETING

Next meeting is **Wednesday, July 22, 1998** at the Secretary of State's Interpretive Center.

Betty Rottmann
Chairman